


## Dual Credit Scholarship high school file upload to KHEAA

Begin this process after you have completed your high school's Infinite Campus set up, ran the Dual Credit Scholarship (DCS) report, made the necessary updates to indicate which courses are and are not scholarship courses, and saved the file as a 'csv' file. **The completed csv file needs to be transferred to your district's KEES file upload person to submit the DCS file to KHEAA.**


**NOTE: Before uploading, be sure year-long courses are not included in a fall-term submission. Contact KHEAA if you have questions about the handling of year-long courses.**

**Step 1:** The district's KEES contact will go to [www.kheaa.com](http://www.kheaa.com) and sign in by entering the user ID and password assigned to your district for the KEES program.

The screenshot shows the KHEAA website homepage. At the top left is the KHEAA logo. To its right is a language dropdown set to 'English' and a Google Custom Search bar. Further right is a 'Sign In' button. Below these are navigation tabs: 'Planning for College', 'Picking a School', 'Paying for College', 'College Life', 'Money Management', 'Resources', and 'KEES'. A large yellow arrow points from the 'Resources' tab to the 'Sign In' button. The main content area features a banner for 'Learn more about Kentucky's new Dual Credit Scholarship.' with a 'Get details.' button. To the right of the text is an image of a smiling woman holding a clipboard titled 'High School Credit' and 'College Credit'. The bottom of the page has a row of tabs: 'Students', 'Families', 'Adult Learners', 'Financial Aid Professionals', 'Counselors', and 'Military and Veterans'.



**Logout**




## KEES High School Coordinators

### KEES ACCOUNT ACCESS

Access a student's KEES account to view, add, or update data.


Enter SSN and Birthdate

▶ SSN:  Date of birth:



### EARLY GRADUATION VERIFICATION


▶ Early graduation verification process

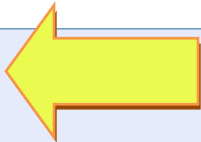



### FILES & REPORTS

▶ Upload Files and Transcripts


▶ Retrieve Reports







[Logout](#)



## Upload a KEESS file

[▶ Reports](#) [▶ Upload Files](#) [▶ Early Graduation Verification](#) [▶ Home](#)

### UPLOAD MID-YEAR AND YEAR-END BATCH FILES

File:  [Browse...](#)

Type of Records: ☐ Add (for new records)  
(Choose One) ☐ Update (for existing records)  
☐ Delete (for existing records)

[Upload](#)

### UPLOAD HS TRANSCRIPTS FOR KEESS REVIEW

[Upload](#)

### UPLOAD DUAL CREDIT SCHOLARSHIP FILE

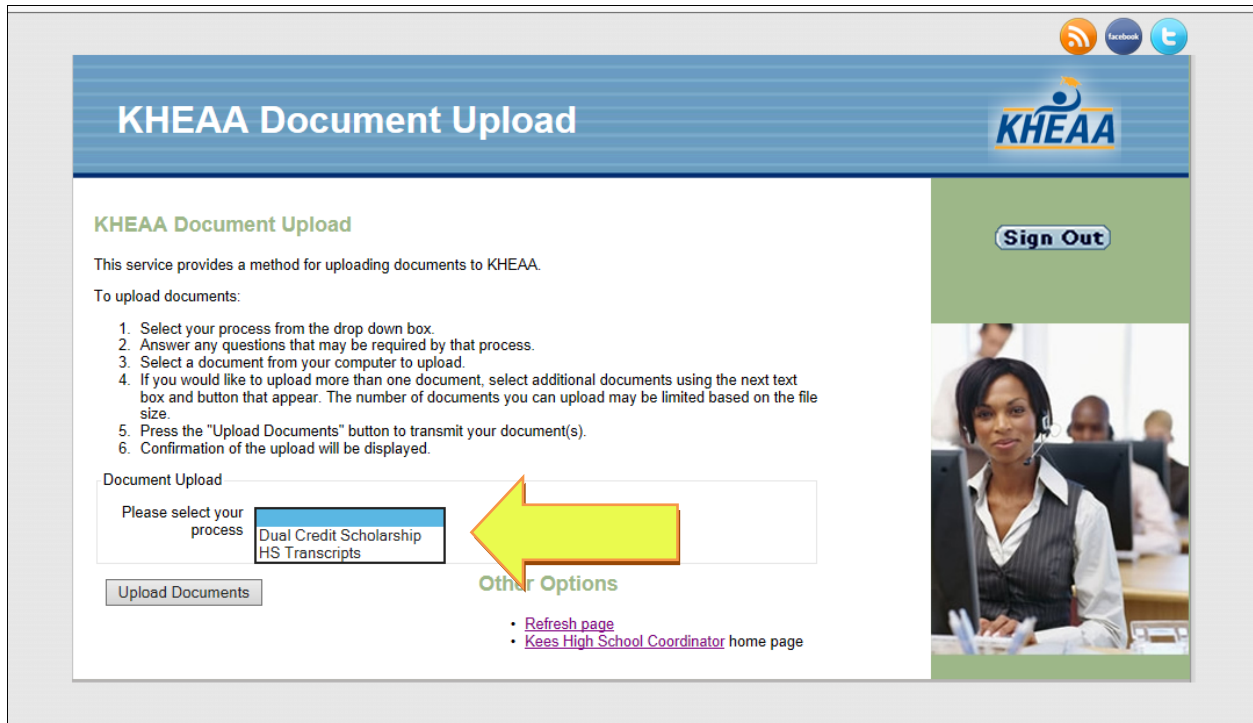
[Upload](#)

#### More Info

- [Instructions for uploading files](#)
- [KEES File Layout](#)

The next screens are part of the KHEAA Document Upload process that is used agency wide. Only KEES Coordinators have access to upload KEES and Dual Credit Scholarship documents.

**Step 4:** Click on the drop down box to indicate the type of document being sent. Select 'Dual Credit Scholarship' from the menu.



The screenshot shows the KHEAA Document Upload interface. At the top, there's a header with the KHEAA logo and social media icons. Below the header, the page title is "KHEAA Document Upload". A "Sign Out" button is visible in the top right. The main content area includes instructions for uploading documents and a list of steps. A yellow arrow points to the "Dual Credit Scholarship" option in the "Please select your process" dropdown menu. Below the dropdown is an "Upload Documents" button. To the right of the dropdown, there's a section titled "Other Options" with links to "Refresh page" and "Kees High School Coordinator home page". A photo of a woman working at a computer is visible on the right side of the page.

**KHEAA Document Upload**

**KHEAA Document Upload**

This service provides a method for uploading documents to KHEAA.

To upload documents:

1. Select your process from the drop down box.
2. Answer any questions that may be required by that process.
3. Select a document from your computer to upload.
4. If you would like to upload more than one document, select additional documents using the next text box and button that appear. The number of documents you can upload may be limited based on the file size.
5. Press the "Upload Documents" button to transmit your document(s).
6. Confirmation of the upload will be displayed.

Document Upload

Please select your process

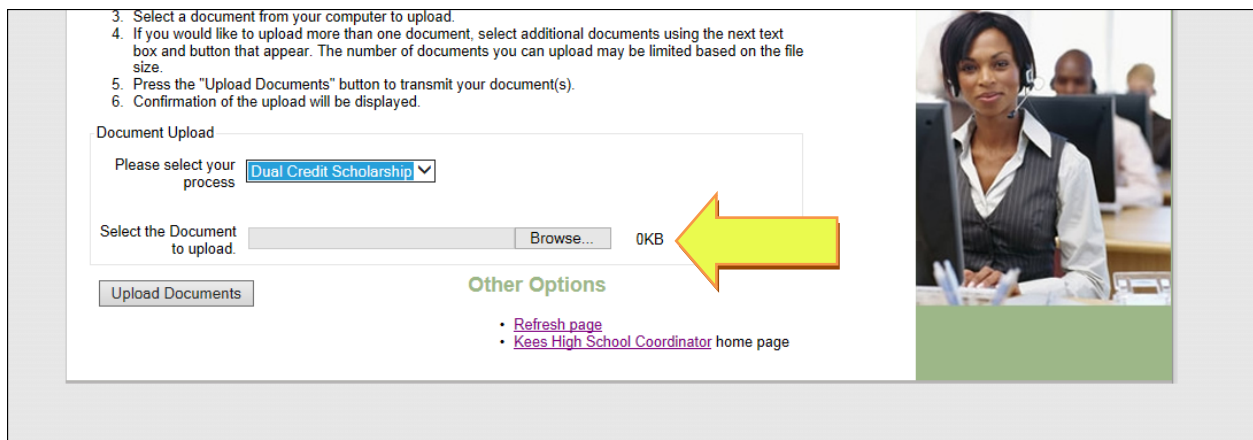
Dual Credit Scholarship  
HS Transcripts

Upload Documents

**Other Options**

- [Refresh page](#)
- [Kees High School Coordinator home page](#)

**Step 5.** Next, click on the 'Browse' button.



The screenshot shows the KHEAA Document Upload interface. The "Please select your process" dropdown menu is now set to "Dual Credit Scholarship". Below this, there's a section titled "Select the Document to upload." with a "Browse..." button and "0KB" next to it. A yellow arrow points to the "Browse..." button. Below this section is an "Upload Documents" button. To the right of the "Select the Document to upload." section, there's a section titled "Other Options" with links to "Refresh page" and "Kees High School Coordinator home page". A photo of a woman working at a computer is visible on the right side of the page.

3. Select a document from your computer to upload.

4. If you would like to upload more than one document, select additional documents using the next text box and button that appear. The number of documents you can upload may be limited based on the file size.

5. Press the "Upload Documents" button to transmit your document(s).

6. Confirmation of the upload will be displayed.

Document Upload

Please select your process

Dual Credit Scholarship

Select the Document to upload.

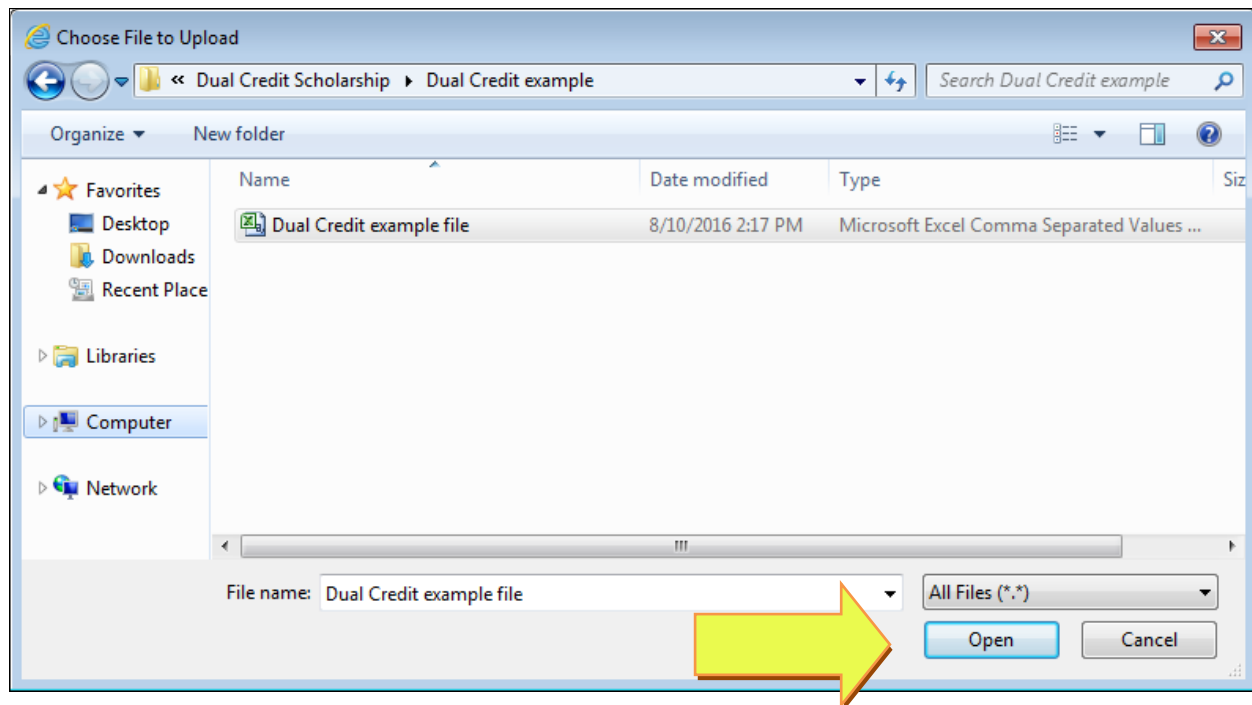
Browse... 0KB

Upload Documents

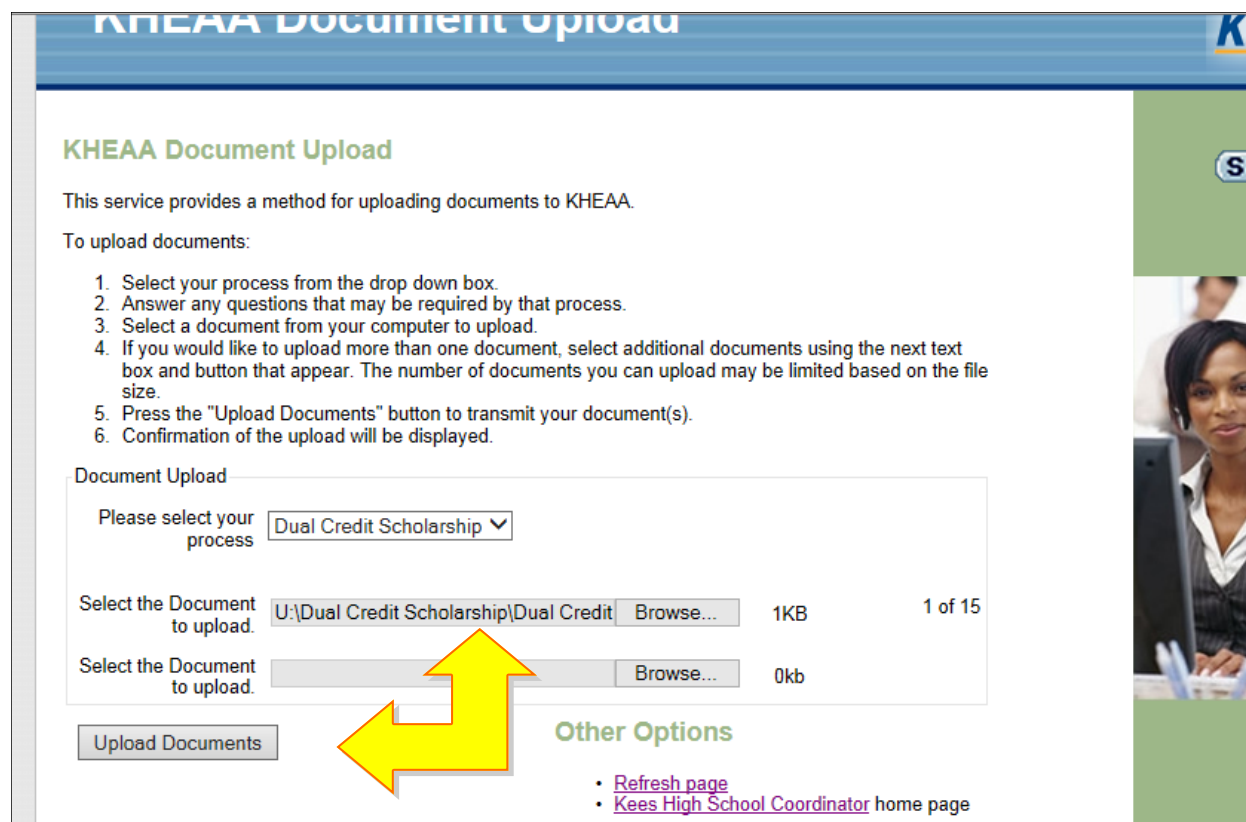
**Other Options**

- [Refresh page](#)
- [Kees High School Coordinator home page](#)

**Step 6.** Locate the file you are sending to KHEAA. Click on the file name, followed by the 'Open' button at the bottom of the window.



**Step 7.** You should see the name of your document appear in the window next to the 'browse' button. Click the 'upload documents' button to complete the transfer.



You will receive a confirmation page to indicate your DCS file has been uploaded successfully. You may click on the links under 'Other Options' at the bottom of the page to return to either the document upload or KEES Coordinator home page.

## KHEAA Document Upload

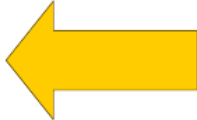
### KHEAA Document Upload

You have successfully uploaded your document(s).

Thank you

### Other Options

- [KHEAA Documents Upload](#) home page
- [Kees High School Coordinator](#) home page



Should you have questions about the Dual Credit Scholarship, or need technical assistance, feel free to contact Becky Gilpatrick, Director of Student Aid Services, at (502) 696-7394 or [rgilpatrick@kheaa.com](mailto:rgilpatrick@kheaa.com) or Danny Prather, DCS Program Coordinator, at (502) 696-7399 or [danprather@kheaa.com](mailto:danprather@kheaa.com).